



## **Professional Engineering Procurement Services (PEPS) Division Solicitation Number: 18-5RFP5023**

**February 19, 2015 – This RFQ has been changed**

**The following section has been revised as follows:**

### **Statement of Qualifications (SOQ) Submittal Format:**

**The Attachment shown below and attached to this Notice has been revised and corrected.**

- **Attachment 6: Non-Listed Categories (NLC) Template.** Page 2 of 2, NLC Number: NLC – 1 has been corrected to read NLC Number: NLC – 2.

**February 13, 2015 – This RFQ has been changed**

**The following section has been revised as follows:**

### **Description of Services to be Provided:**

The PEPS Division is advertising for the following projects. Environmental, Schematics and PS&E up to 30% services for IH 30 (East Corridor) from west of IH 45 to Bass Pro Drive and US 80 from IH 30 to FM 460, and Environmental, Schematics and PS&E up to 30% services for IH 30 from Bass Pro Drive to FM 2642.

For additional information, the following files are attached to this solicitation:

- TxDOT Contract Template
- Draft - Services to be Provided by the State
- Draft - Services to be Provided by the Engineer

For additional project-related information, the following files are posted under this Solicitation Number, at the following location under the button label "18-5RFP5023":  
[Contract Solicitation Documents and Information:](#)

- **IH 30 East Corridor Schematics**

Project # 1: IH 30 (East Corridor) From West of IH 45 to Bass Pro Drive, Dallas County and US 80 from IH 30 to FM 460, Dallas and Kaufman Counties.

Project #2: IH 30 from Bass Pro Drive to FM 2642, Dallas, Rockwall and Hunt Counties.

**Original Posting Date: February 10, 2015**

**Posting Period: 21 Days**

# **REQUEST FOR QUALIFICATIONS (RFQ) TO CONTRACT FOR SPECIFIC DELIVERABLE CONTRAC(S) COMPREHENSIVE PROCESS (WITH INTERVIEW)**

The Texas Department of Transportation (TxDOT) intends to enter into two (2) specific deliverable contracts with prime providers pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.42, to provide the following services described below.

## **Description of Services to be Provided:**

The PEPS Division is advertising for the following projects. Environmental, Schematics and PS&E up to 30% services for IH 30 (East Corridor) from west of IH 45 to Bass Pro Drive and US 80 from IH 30 to FM 460, and Environmental, Schematics and PS&E up to 30% services for IH 30 from Bass Pro Drive to FM 2642.

For additional information, the following files are attached to this solicitation:

- TxDOT Contract Template
- Draft - Services to be Provided by the State
- Draft - Services to be Provided by the Engineer

For additional project-related information, the following files are posted under this Solicitation Number, at the following location under the button label "18-5RFP502":  
[Contract Solicitation Documents and Information](#):

- 020606PDF.zipx

Project # 1: IH 30 (East Corridor) From West of IH 45 to Bass Pro Drive, Dallas County and US 80 from IH 30 to FM 460, Dallas and Kaufman Counties.

Project #2: IH 30 from Bass Pro Drive to FM 2642, Dallas, Rockwall and Hunt Counties.

## **Statement of Qualifications (SOQ) Deadline and Submittal Information:**

SOQs must be received prior to **12:00 p.m. CT, on Tuesday, March 3, 2015.**

Any SOQs received after the deadline date and time shown above will not be considered.

SOQs will be accepted by hand delivery to TxDOT, 4777 East Highway 80, Mesquite, TX, 75150, Attention: Carlitha Womack, or by mail addressed to 4777 East Highway 80, Mesquite, TX 75150.

SOQs will not be accepted by fax or electronic mail.

To verify that the SOQ was received, the provider may contact the managing office by email, at [carlitha.womack@txdot.gov](mailto:carlitha.womack@txdot.gov), using the standard subject line "Verification of SOQ receipt, Solicitation # 18-5RFP5023.

## **Conflict of Interest:**

TxDOT requires that its consultants and subconsultants be able to work solely in TxDOT's interest, without conflicting financial or personal incentives. TxDOT reserves

the right to disqualify any prime provider or subprovider, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or subproviders' duty to act solely in the interest of TxDOT.

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving TxDOT, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a subprovider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

### **Evaluation Criteria:**

SOQs submitted in response to this Solicitation will be evaluated according to the criteria provided in the *Attachment 2: Questions and Responses Template*.

### **Questions and Responses (Q&R):**

Firms must respond to the questions stated in *Attachment 2: Q&R Template*. Responses must be submitted on the *Q&R Template*. No other format will be accepted.

Responses are limited to space allotted in the *Q&R Template*. Content outside the space allotted in the *Q&R Template* will not be evaluated. Additional pages will not be accepted, except for the attachments listed under the section **SOQ Submittal Format**.

Any false statement provided by a firm may void the submitted response. TxDOT may take any additional action provided by law regarding false statements submitted as part of the solicitation.

### **Work Categories and the % of Work Per Category:**

*Attachment 5 – Project Team Composition* (Part 3 of 3) form indicates the categories that are engineering and design related services. Refer to the **Administrative Qualification Requirements** section to ensure that all requirements are met for applicable firms.

#### **Standard Work Categories:**

1.5.1 Feasibility Studies (2%)

2.1.1 Traffic Noise Analysis (2%)

2.2.1 Air Quality Analysis (0.5%)

2.3.1 Wetland Delineation (0.5%)

2.4.1 Nationwide Permit (0.5%)

2.4.2 §404 (Title 33, United States Code §1344) Individual Permits (including mitigation and monitoring) (0.5%)

2.4.3 U.S. Coast Guard and U.S. Army Corps of Engineers 10 (Title 33, United States Code §403) Permits (0.5%)

2.5.1 Water Pollution Abatement Plan (0.5%)

2.6.1 Protected Species Determination (Habitat) (0.5%)

2.6.2 Impact Evaluation Assessments (0.5%)

2.6.3 Biological Surveys (0.5%)

2.7.1 4(f) (Title 23, United States Code of Federal Regulations §771.135) and/or §6(f) (Title 49, United States Code §303) Evaluations (0.5%)

2.8.1 Surveys, Research and Documentation of Historic Buildings, Structures, and Objects (0.5%)

2.9.1 Historic Architecture (0.5%)

2.10.1 Archeological Surveys, Documentation, Excavations, Testing Reports and Data Recovery Plans (0.5%)

2.11.1 Historical and Archival Research (0.5%)

2.12.1 Socio-Economic and Environmental Justice Analyses (0.5%)

2.13.1 Hazardous Materials Initial Site Assessment (0.5%)

2.14.1 Environmental Document Preparation (4%)

3.1.1 Route Studies and Schematic Design (Minor Roadways) (3%)

3.2.1 Route Studies and Schematic Design (Major Roadways) (3.5%)

3.3.1 Route Studies and Schematic Design (Complex Highways) (5%)

3.4.1 Minor Bridge Layouts (4%)

3.5.1 Major Bridge Layouts (4%)

3.6.1 Multi-Level Interchange and Exotic Bridge Layout (4%)

4.1.1 Minor Roadway Design (4%)

4.2.1 Major Roadway Design (4%)

4.3.1 Complex Highway Design (5%)

4.4.1 Major Freeway Interchanges and Direct Connectors (5%)

5.1.1 Minor Bridge Design (3%)

5.2.1 Major Bridge Design (3%)

5.3.1 Multi-Level Interchange Design (3%)

5.4.1 Exotic Bridge Design (3%)

7.1.1 Traffic Engineering Studies (2.5%)

7.2.1 Highway-Rail Grade Crossing Studies (2.5%)

7.5.1 Intelligent Transportation System (0.25%)

8.1.1 Signing, Pavement Marking and Channelization (0.5%)

8.4.1 ITS Control Systems Analysis, Design and Implementation (0.25%)

8.5.1 Highway-Rail Grade Crossings (1%)

9.1.1 Bicycle and Pedestrian Facility Development (1%)

10.1.1 Hydrologic Studies (2.5%)

10.2.1 Basic Hydraulic Design (2.5%)

10.3.1 Complex Hydraulic Design (2.5%)

10.5.1 Bridge Scour Evaluations and Analysis (2.5%)

14.1.1 Soil Exploration (0.3%)

14.2.1 Geotechnical Testing (0.4%)

14.3.1 Transportation Foundation Studies (0.3%)

15.1.1 Survey (1%)

15.1.2 Parcel Plats (1%)

15.1.3 Legal Descriptions (1%)

15.1.4 Right of Way Maps (1%)

15.2.1 Design and Construction Survey (1%)

18.1.1 Value Engineering (0.5%)

18.2.1 Subsurface Utility Engineering (0.5%)

**Non-Listed Work Categories (NLC/s):**

**NLC-1** Design Visualization Services 3-D Computer Modeling (0.5%)

**Description:** This category includes services in the preparation of a topographically accurate 3-D computer model and a set of rendered orthographic plots of the project boundary. The computer model shall accurately depict the geometric design of the proposed roadway improvements and associated interchanges. The computer model is intended to be used by the State for public information purposes. Based on the modeling, the Engineer shall provide still-shot 3-D views from various perspectives, and full-motion animated sequences recorded to DVD.

**Minimum Requirements:** The team must include one (1) individual as task leader with five (5) years demonstrated experience in Design Visualization Services – 3-D Computer Modeling.

**NLC-2** Public Involvement (5%)

**Description:** This category includes comprehensive services in planning, scheduling, coordinating, conducting and documenting public involvement activities. These public involvement activities include, but are not limited to, stakeholder meetings and media briefings.

**Minimum Requirements:** The team must include one individual as task leader with a minimum of 10 years of experience in managing and performing public involvement activities.

**Major Work Categories:**

2.14.1 Environmental Document Preparation

3.2.1 Route Studies and Schematic Design (Major Roadways)

3.6.1 Multi-Level Interchange & Exotic Bridge Layout

4.2.1 Major Roadway Design

10.3.1 Complex Hydraulic Design

**Precertification Requirements:**

**Standard Work Categories:**

Task leaders, must be precertified by the SOQ deadline date and time specified in this Solicitation, for each of the advertised work categories they are identified to lead. Precertification status of subprovider task leaders, by individual, can be verified through the CCIS database using the *Employee Precertification Categories* query tool with a CCIS employee sequence number.

**Non-Listed Work Categories:**

Precertification is not applicable to non-listed categories (NLCs). Each proposed task leader of a NLC must show their qualifications to meet the minimum requirements on *Attachment 6 NLC Template* (if applicable). This attachment will only be used to determine if minimum requirements are met. The content of the attachment will not be evaluated.

**Annual Firm Renewal Requirement:**

Annual renewal is governed by Section 9.33(j) of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All precertified firms must complete the annual renewal process between January 1 and March 31 each year to maintain Active status for the firm. Active status is required for prime providers and subproviders with task leaders identified for standard work categories. As applicable, firms must obtain Active status by the RFQ deadline date and time specified in this solicitation. Active status is not required for firms proposing to perform only NLC services. Additional information on annual renewal for precertified firms is available on TxDOT's internet web site at: [Annual Renewal for Precertified Firms](#)

A list of Active precertified firms is available at: [Active TxDOT Precertified Firms](#)

**Administrative Qualification Requirements:**

Administrative qualification is not required to compete for solicitations using this process.

When applicable, administrative qualification is a process used by the department to verify that a provider has an indirect cost rate that meets department requirements.

Administrative Qualification is governed by Section 9.34(b) of Title 43 in the Texas Administrative Code (TAC).

Requirements are summarized on TxDOT's website, which includes a list of firms and their administrative qualification status. The website is found at the following location: [Administrative Qualification](#)

The TAC exempts non-engineering firms and certain service types from administrative qualification. For such firms and service types, an indirect cost rate is not required.

For information purposes only, *Attachment 5 - Project Team Composition Form* (Part 3 of 3), indicates the work categories that are exempt from administrative qualification for this solicitation.

For firms not subject to exemption, if selected, an indirect cost rate is necessary for rate schedule development. These firms have two options:

- Be administratively qualified by selection notification, or
- Accept the TxDOT developed indirect cost rate of 145%.

Administrative qualification information is for TxDOT use only. This information will only be released with the approval of the provider or as required by state or federal statute.

**Prime Provider Certification Statements:**

See *Attachment 1: Cover Page* for certification information. The prime provider must certify that they meet the following requirements:

- The prime firm is registered or licensed with the Texas Board of Professional Engineers. If proposing as a joint venture, the requirement applies to each joint venture member.
- Individuals on the project team are currently employed by either the prime provider or a subprovider firm identified on the team.
- A professional engineer registered or licensed in Texas will sign and seal the work to be performed on the contract.
- The prime provider shall perform at least 30 percent of the contracted work with its own work force.

**Project Manager Requirement:**

The prime provider's project manager, as proposed in the SOQ, is required to be a registered Professional Engineer licensed in Texas by the SOQ deadline specified in this Solicitation.

**Project Manager Commitment:**

TxDOT expects the prime provider to commit its project manager, as proposed in the SOQ, to the duration of the contract. TxDOT further expects the project manager's commitment to the contract to include commitment as project manager to each work authorization without further delegation or substitution over the course of the contract. In selecting a provider, TxDOT evaluates the project manager's qualifications and skills against the specific requirements and unique demands of the contract. The project manager's commitment to the duration of the contract, therefore, is of key importance to TxDOT. Project manager replacement on an active contract, while not strictly prohibited, will require TxDOT's prior consent. Any such replacements will be subject to the terms of the agreement.

**Joint Venture Requirements:**

TxDOT allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. All joint venture parties must be clearly identified.

A single project manager must be identified on *Attachment 4: Organization Chart* to represent the joint venture.

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to **Prime Provider Certification Statements** section for additional requirements.

**Employment Law:**

A prime provider or subprovider currently employing former TxDOT employees must be aware of the revolving door employment laws and rules, including Government Code, Chapters §572.054 and §2252.901 and Texas Administrative Code, Rules §10.6, §10.101, and §10.102. The firm and former TxDOT employees are responsible for understanding and adhering to these rules and laws.

### **E-Verify Certification**

In order to comply with Executive Order RP-80, the provider must certify that for all contracts for services, the provider will, to the extent permitted by law, utilize the U.S. Department of Homeland Security's E-verify system to determine the eligibility of:

1. All persons employed by provider during the term of the contract to perform duties within the State of Texas; and
2. All persons, including subcontractors, assigned by provider to perform work pursuant to the contract.

The attached TxDOT Contract Template reflects this certification.

Information on E-Verify can be found at the following link: <http://www.uscis.gov/e-verify>

### **State of Texas Historically Underutilized Business (HUB) Subcontracting Plan (HSP) Requirement:**

This is a state-funded contract and it has been determined by TxDOT that there are probable subcontracting opportunities in the scope of work for this contract. TxDOT's assigned HUB subcontracting goal for participation in the work to be performed under this contract is **23.7%** of the contract amount. Your firm's goal will be based on your completion of the HSP form.

Each subprovider listed to meet the HUB subcontracting goal must be HUB-certified in the Business Category applicable to the type of service being offered by that firm. For example:

- A firm offering architecture, engineering, or surveying services must be HUB-certified in Business Category 05: Architectural/Engineering and Surveying Services.
- A firm offering another type of service, such as environmental services, must be HUB-certified in either Business Category 05 or Business Category 06: Other Services Including Legal Services.

A firm not HUB-certified in the Business Category applicable to the type of service being offered will not be counted toward the assigned HUB subcontracting goal.

Detailed information on HUB subcontracting is shown at the end of this solicitation under the **Professional Services - HUB Subcontracting Information** section.

### **Statement of Qualifications (SOQ) Submittal Format:**

The prime provider must submit **five (5)** duplicate original SOQs. Each SOQ must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

**The SOQ submittal must consist of and is limited to the following attachments in numerical order:**

**Attachment 1: SOQ Cover Page** – See the fillable file attached to this Solicitation.

**Attachment 2: Questions & Responses (Q&R) Template** – See the fillable file attached to this Solicitation.

**Attachment 3: Graphics Page** - A graphics page may be submitted to support the responses in the *Attachment 2 - Q&R Template*. The graphics page may include drawings, diagrams, charts, tables, or other visual aids. This attachment is limited to

one (1) 11" x 17" page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred.

(Label "*Graphics Page*". If a graphics page will not be included, insert a single page titled "*Graphics Page - Intentionally Left Blank*".)

**Attachment 4: Organization Chart** - The task leaders shown on the org chart, as well as subprovider team members shown on the org chart, must be consistent with those identified on *Attachment 5: Project Team Composition Form* (Parts 1, 2, and 3). Personnel other than task leaders may be identified at the prime provider's discretion. This attachment is limited to one (1) 11" x 17" page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred. The organization (org) chart must contain the following:

- Project manager's and task leaders' name, and contract responsibilities by work category.
- The prime provider's and subproviders' name, address, email, and telephone number, by each firm. The abbreviation of firm names is acceptable.

(Label "*Organization Chart*".)

**Attachment 5: Project Team Composition Form (Parts 1, 2 and 3)** – See the fillable file attached to this Solicitation. Prime provider and subprovider names listed in the Project Team Composition (PTC) form must be the legal firm names as registered with the Texas Comptroller of Public Accounts. For precertified firms, the firm name in the TxDOT CCIS database must also be the legal firm names as registered with the Texas Comptroller of Public Accounts (**Note: When complete, three parts will be available to print. Instructions for completing and printing Parts 1, 2, and 3 are included on Part 1, under the button labeled "Instructions".**)

**Attachment 6: Non-Listed Categories (NLC) Template** - See the fillable file attached to this Solicitation. Complete for each NLC shown under the section for **Work Categories and the % of Work Per Category**. Detail how the proposed task leader for the NLC meets the minimum qualifications to perform the work.

**Attachment 7: Non-TxDOT Client Verification Form** - This form must list the contract numbers for any non-TxDOT work referenced in the *Attachment 2: Q&R Template*.

**Attachment 8: HUB Subcontracting Plan (HSP):** See the section **Professional Services – HUB Subcontracting Information** for instructions to download and complete the required form.

#### **Project Manager or Task Leader Replacement during Selection:**

Prior to short list notification, the prime provider's project manager may be replaced only by another prime provider staff person proposed in the SOQ, as approved in writing by the consultant selection team (CST).

Prior to short list notification, a task leader may be replaced by another precertified person proposed in the SOQ from the team, as approved in writing by the CST.

#### **Selection Procedure:**

Providers will be short-listed based on their SOQ scores.

Providers advancing to the short list will participate in an interview. These providers will be issued an *Interview and Contract Guide (ICG)* containing instructions for the

interview. The prime provider's project manager must be present for and participate in the interview or the provider will be removed from further consideration. The project manager may attend only one interview.

Attendance is limited to the following individuals: The task leaders of the major work categories listed in this Solicitation must attend the interview with the project manager. Each attendee must be identified in *Attachment 4: Organization Chart*.

Interviews will be evaluated, and the interview score will be the basis for the selection. Interviews will be scheduled the week of April 13, 2015.

### **For Projects Developed Under These Contracts:**

TxDOT is not obligated to proceed with final design for any alternative. On completion of environmental documentation, TxDOT will consider all reasonable alternatives in a fair and objective manner. The selected firms may not proceed with final design until after all relevant environmental decision documents have been issued.

### **Contract Information:**

Contract execution is expected by June, 2015.

Contract duration is expected through June, 2018.

The proposed contract payment type is specified rate / lump sum / unit cost.

### **Debriefs:**

Debriefs may be conducted to discuss the provider's SOQ or interview. Note that no debriefs will be held prior to provider selection. Debriefs for shortlisted providers will be held after contract execution. Requests for debriefs will be accommodated up to four months after contract execution.

### **Special Accommodations:**

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Name of Contact at [carlitha.womack@txdot.gov](mailto:carlitha.womack@txdot.gov), using the standard subject line:  
Special Accommodations, Solicitation # 18-5IDP5023

To request special accommodations pursuant to the Language Assistance Plan (LAP) for those with limited English proficiency who need the RFQ or other information translated into another language please notify the contact shown below.

Name of Contact at email [carlitha.womack@txdot.gov](mailto:carlitha.womack@txdot.gov), using the standard subject line:  
Language Assistance Request, Solicitation # 18-5RFP5023

### **Questions about this Solicitation:**

Questions regarding this Solicitation must be submitted in writing (via email) to Lani Marshall at [lanimarshall@txdot.gov](mailto:lanimarshall@txdot.gov) to be considered. Submit questions using the standard subject line: Questions & Answers, Solicitation # 18-5IDP5023.

The deadline for submitting questions regarding this Solicitation is **5:00 p.m. CT, on Friday, February 20, 2015.**

Significant and relevant *Solicitation Questions and Answers* will be posted on TxDOT's

website by Wednesday, February 25, 2015. They will be posted under this Solicitation Number, at the following location under the button label "*Solicitation Questions and Answers*": [Contract Solicitation Documents and Information](#)

**Professional Services – HUB Subcontracting Information:**

It is the policy of this Agency to promote and encourage contracting and subcontracting opportunities for State of Texas certified Historically Underutilized Businesses (HUBs) in all contracts in compliance with Texas Government Code, Chapter 2161. Respondents are encouraged to become HUB certified. State of Texas HUB applications may be found at: <http://www.window.state.tx.us/procurement/prog/hub/hub-forms>. The rules for the State of Texas HUB Program can be found in 34 TAC §§20.10 – 20.28 on the Texas Comptroller of Public Accounts (TxCPA) website under Historically Underutilized Businesses (HUB) Program.

The following table includes probable areas of subcontracting, but in no way should be considered an exhaustive list. Other areas of subcontracting may be more appropriate given your business structure and internal resources.

**Possible Subcontracting Opportunities by TxDOT Precertification Group or Category, or Non-Listed Group or Category**

Group	Categories	Group Name
1	1.5.1	Transportation Systems Planning
2	2.1.1, 2.2.1, 2.3.1, 2.4.1, 2.4.2, 2.4.3, 2.5.1, 2.6.1, 2.6.2, 2.6.3, 2.7.1, 2.8.1, 2.9.1, 2.10.1, 2.11.1, 2.12.1, 2.13.1, 2.14.1	Environmental Studies
3	3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.5.1, 3.6.1	Schematic Development
4	4.1.1, 4.2.1, 4.3.1, 4.4.1	Roadway Design
5	5.1.1, 5.2.1, 5.3.1, 5.4.1	Bridge Design
7	7.1.1, 7.2.1, 7.5.1	Traffic Engineering and Operations Studies
8	8.1.1, 8.4.1, 8.5.1	Traffic Operations Design
9	9.1.1	Bicycle and Pedestrian Facilities
10	10.1.1, 10.2.1, 10.3.1, 10.5.1	Hydraulic Design and Analysis
14	14.1.1, 14.2.1, 14.3.1	Geotechnical Services
15	15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1	Surveying and Mapping

18	18.1.1, 18.2.1	Miscellaneous
NLC-1		Design Visualization Services 3-D Computer Modeling
NLC-2		Public Involvement

For precertified work groups or categories, search the TxDOT precertification database for firms precertified in the above categories at the following link: [Active TxDOT Precertified Firms](#)

Search the State of Texas HUB Database for HUB vendors at the following link:  
<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>

Minority and women owned business association resources are available for your subcontracting solicitations to State of Texas HUB vendors at this link:  
<http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1>.

If you have any questions about the State of Texas HUB Subcontracting form, finding HUB vendors, or the State of Texas HUB Program as it pertains to this RFQ, please contact the PEPS Division at (512) 416-2218.

### **General Guidance for HUB Subcontracting Plan (HSP) Completion**

The **current** State of Texas HSP must be filled out and submitted as an attachment to the SOQ to be considered responsive.

If your response to this solicitation does not include a **current** State of Texas HSP, your response shall be rejected as a material failure to comply with advertised specifications. All prime vendors (HUB or Non-HUB) are required to comply.

The **current** State of Texas HSP can be found at the following link:  
<http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>

Do not complete the HSP Form in its entirety. Not all Sections of the Form will apply to your SOQ. Work through the Form, following the instructions and completing the Sections as applicable.

General guidance for each Section is provided below.

### **Agency Special Instructions/Additional Requirements**

The TxDOT assigned HUB goal for this contract is as stated above in this Solicitation and referenced in Attachment 5: Project Team Composition (page 1 of 3).

### **Section 1, Respondent and Requisition Information**

Complete all of the fields shown. The Respondent Name is your firm's name. For joint ventures, abbreviation of the member firms' names is acceptable in this field and subsequent fields requesting the company name. The State of Texas VID # is either the firm's 11-digit Comptroller's Taxpayer Number or 9-digit Federal Employer's Identification Number. For joint ventures, input the number for the first member name shown in this Section 1. The Requisition # is the Solicitation Number, shown on page 1 of this Solicitation. The Bid Open Date is the Statement of Qualification due date, as shown under **Statement of Qualifications (SOQ) Deadline and Submittal Information** section of this Solicitation.

## **Section 2, Subcontracting Intentions**

**Item a. Check Yes or No and follow the instructions on the form.**

**Item b.** List and describe each of your subcontracting opportunities, using the precertification categories and NLCs, shown above. For each opportunity, determine the percentage of the contract to be subcontracted to:

1. HUB firms with which you have had one or more continuous contracts in place for five consecutive years or less;
2. HUB firms with which you have had one or more continuous contracts in place for more than five consecutive years; and
3. Non-HUB firms.

Note the aggregate percentage of the contract to be subcontracted to HUB firms with which you have had continuous contracts in place for five years or less. Proceed to Item c.

**Item c.** Determine whether you are using only HUB firms to perform all of your subcontracting opportunities. If Yes, complete Section 4 and proceed to Attachment A. If No, proceed to Item d.

**Item d.** Determine whether the aggregate percentage of the contract to be subcontracted to HUB firms with which your firm has had continuous contracts in place for five years or less meets or exceeds the TxDOT assigned goal for this contract. (See Item b.) If Yes, complete Section 4 and proceed to Attachment A. If No, complete Section 4 and proceed to Attachment B.

## **Section 3, Self-Performing Justification**

Follow the instructions on the form.

## **Section 4, Affirmation**

Read and affirm, providing signature, printed name, title, and date.

### **HSP Good Faith Effort – Method A (Attachment A)**

**Section A-1, Subcontracting Opportunity.** Complete an Attachment A for each subcontracting opportunity listed in Section 2 (Subcontracting Intentions), Item b.

**Section A-2, Subcontractor Selection.** Follow the instructions in the Form. In the table, do not list the approximate dollar amounts; leave this column blank.

### **HSP Good Faith Effort – Method B (Attachment B)**

**Section B-1, Subcontracting Opportunity.** Complete an Attachment B for each subcontracting opportunity listed in Section 2 (Subcontracting Intentions), Item b.

**Section B-2, Mentor Protégé Program.** For each subcontracting opportunity, determine whether you are participating as a mentor and subcontracting to a protégé. If Yes, proceed to Section B-4. If No, proceed to Section B-3.

**Section B-3, Notification of Subcontracting Opportunity.** Follow the instructions in the Form. Use the HUB Subcontracting Opportunity Notification Form, provided. Proceed to Section B-4.

### **Section B-4, Subcontractor Selection.**

**Item a.** Follow the instructions in the Form. In the table, do not list the approximate dollar amounts; leave this column blank.

**Item b.** Follow the instructions in the Form. If any of the subcontractors listed in Section B-1 is a non-HUB firm, provide justification. Limit the justification to a simple statement. A statement of one or two sentences will suffice for most cases.